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Volume V

Index

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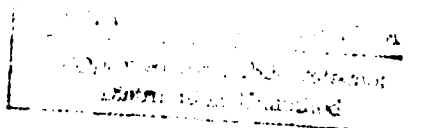
INDEX TO
MANUAL OF DOCUMENTATION PRACTICES APPLICABLE TO
DEFENCE-AEROSPACE SCIENTIFIC AND TECHNICAL INFORMATION
VOLUME V

by

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This AGARDograph has been prepared at the request of the Technical Information Panel of AGARD.



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GENERAL FOREWORD

The purpose of this Manual is to describe in a series of separately-published Volumes the basic documentation practices which are involved in the initial setting up, and subsequent operation of an Information-Library Organisation to provide defence-aerospace scientific and technical information services.

- The manual is primarily intended for the main defence-aerospace information centres in the smaller nations, and the specialised defence establishments and defence contractors in the larger NATO countries.
- For those information centres which already have a well-developed system, the manual may prove helpful in the work of analyzing and evaluating existing system performance, or in revising an ineffective system. An important subsidiary objective is therefore to encourage the greater use of modern techniques of information processing.
- The manual endeavours to meet the needs of a wide spectrum of readers – the senior man concerned with setting up a new system, as well as junior staff who may be using the manual as a training aid.
- The various Sections aim to focus on the problems and techniques associated with processing unpublished reports and related information, rather than conventional book-journal libraries. Emphasis is on practical solutions and, where appropriate, useful operating suggestions.

The manual has been planned by the AGARD Technical Information Panel and consists of four Volumes comprising twelve Sections in all, each prepared by a well-known expert in the field, and a fifth volume (the present one) containing a comprehensive index. The Publication Layout is given on the following page.

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**MANUAL OF DOCUMENTATION PRACTICES APPLICABLE TO
DEFENCE-AEROSPACE SCIENTIFIC AND TECHNICAL INFORMATION**

PUBLICATION LAYOUT

Section

VOLUME I

- 1 **ACQUISITION & SOURCES**, by P.F.Eckert
Types of material, screening, evaluation, sources in Governments and other countries, information on current research
- 2 **DESCRIPTIVE CATALOGUING**, by B.P.Gladd, O.G.Luchaka and J.C.Wade
Functions, standardisation, corporate authors and other compatibility factors, document process sheets, manual and computer translations
- 3 **ABSTRACTING & SUBJECT ANALYSIS**, by T.C.Bearman
Abstracting standards, descriptor allocation, thesaurus, computer-aided indexing

VOLUME II

- 4 **DATA RECORDING & STORAGE**, by J.H.Petrie
Data preparation rules, handling chemical compounds and scientific symbols, etc., card systems, tape typewriters, introduction to computerised operations
- 5 **MECHANIZATION SYSTEMS & OPERATIONS**, by V.J.Rogers
Basic mechanisation, in-house computer, minicomputers, bureau working
- 6 **ANNOUNCEMENT SERVICES & PUBLICATIONS**, by E.H.Ridler
Selective dissemination of information, bulletin production, newsletters and digests, bibliographies

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- 9 **MICROFORM SYSTEMS AND REPROGRAPHY**, by P.Rolls
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- 10 **SECURITY STORAGE & CONTROL**, by M.G.Sims
Security gradings, access to sensitive documents, physical security, control of document movements
- 11 **ORGANISATION & MANAGEMENT**, by Dr D.M.Leitch
Aims and objectives, staffing, promotional activities, identifying users
- 12 **NETWORKS & EXTERNAL SOURCES OF INFORMATION**, by P.F.Eckert, H.G.Wyne, W.A.Martin
and A.Bodini
National and international networks, telecommunication equipment, line techniques, data bases available, costs involved

VOLUME V

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INTRODUCTION TO INDEX

Scope. Index entries have been made for significant references to subjects, individuals, and corporate bodies which occur in the text of the four volumes of the *Manual of Documentation Practices Applicable to Defence-Aerospace Scientific and Technical Information*. No entries have been made for items in bibliographies or lists of references.

Form of entry. The Roman numerals I, II, III and IV refer to the four volumes of the *Manual*, while Arabic numerals refer to the pages. For example: II:76-7 (Fig 17) means that there is information on the particular topic on pages 76 and 77 of Volume II. The *Manual* is extensively illustrated with photographs, drawings, and tables and these are referenced as in the example just cited.

Acronyms. Acronyms are the norm in Defence-Aerospace circles, so most references are listed under the acronym rather than the fully spelled-out form. In either case a cross reference is made to the alternative form. In a few cases, the spelled-out form is so uncommon that it is highly unlikely to be looked for and only the acronymic form is given. Examples are: ARPANET, ASSASSIN, CROSSBOW.

Cross references. Cross references are of three kinds:

- 'See' references from terms which are not used to those which are used; for example:

Diskettes, [see Floppy discs]
- RT (Related Term) references to related headings which may also have useful information; for example:

Step and repeat cameras
see also RT Roll film cameras
- NT (Narrower Term) references to more specific headings which may also have useful information; for example:

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